



Minnesota Pollution
Control Agency

520 Lafayette Road North
St. Paul, MN 55155-4194

MS4 SWPPP Application for Reauthorization

for the NPDES/SDS General Small Municipal Separate
Storm Sewer System (MS4) Permit MNR040000
reissued with an effective date of August 1, 2013
Stormwater Pollution Prevention Program (SWPPP) Document

Doc Type: Permit Application

Instructions: This application is for authorization to discharge stormwater associated with Municipal Separate Storm Sewer Systems (MS4s) under the National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS) Permit Program. **No fee** is required with the submittal of this application. Please refer to "Example" for detailed instructions found on the Minnesota Pollution Control Agency (MPCA) MS4 website at <http://www.pca.state.mn.us/ms4>.

Submittal: This MS4 SWPPP Application for Reauthorization form must be submitted electronically via e-mail to the MPCA at ms4permitprogram.pca@state.mn.us from the person that is duly authorized to certify this form. All questions with an asterisk (*) are required fields. All applications will be returned if required fields are not completed.

Questions: Contact Claudia Hochstein at 651-757-2881 or claudia.hochstein@state.mn.us, Dan Miller at 651-757-2246 or daniel.miller@state.mn.us, or call toll-free at 800-657-3864.

General Contact Information (*Required fields)

MS4 Owner (with ownership or operational responsibility, or control of the MS4)

*MS4 permittee name: City of Sartell *County: Stearns and Benton
(city, county, municipality, government agency or other entity)

*Mailing address: 125 Pinecone Road North

*City: Sartell *State: MN *Zip code: 56377

*Phone (including area code): 320-253-2171 *E-mail: info@sartellmn.com

MS4 General contact (with Stormwater Pollution Prevention Program [SWPPP] implementation responsibility)

*Last name: Borders *First name: Brad
(department head, MS4 coordinator, consultant, etc.)

*Title: Public Works Director

*Mailing address: 125 Pinecone Road North

*City: Sartell *State: MN *Zip code: 56377

*Phone (including area code): 320-253-2171 *E-mail: brad@sartellmn.com

Preparer information (complete if SWPPP application is prepared by a party other than MS4 General contact)

Last name: Rasmussen First name: Anita
(department head, MS4 coordinator, consultant, etc.)

Title: Planning and Community Development Director

Mailing address: 125 Pinecone Road North

City: Sartell State: MN Zip code: 56377

Phone (including area code): 320-258-7306 E-mail: anita@sartellmn.com

Verification

1. I seek to continue discharging stormwater associated with a small MS4 after the effective date of this Permit, and shall submit this MS4 SWPPP Application for Reauthorization form, in accordance with the schedule in Appendix A, Table 1, with the SWPPP document completed in accordance with the Permit (Part II.D.). ☒ Yes
2. I have read and understand the NPDES/SDS MS4 General Permit and certify that we intend to comply with all requirements of the Permit. ☒ Yes

Certification (All fields are required)

- ☒ Yes - I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted.

I certify that based on my inquiry of the person, or persons, who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete.

I am aware that there are significant penalties for submitting false information, including the possibility of civil and criminal penalties.

This certification is required by Minn. Stat. §§ 7001.0070 and 7001.0540. The authorized person with overall, MS4 legal responsibility must certify the application (principal executive officer or a ranking elected official).

By typing my name in the following box, I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing my application.

Name: Anita Rasmussen
(This document has been electronically signed)

Title: Planning and Community Development Director Date (mm/dd/yyyy): 10/30/2013

Mailing address: 125 Pinecone Road North

City: Sartell State: MN Zip code: 56377

Phone (including area code): 320-258-7306 E-mail: anita@sartellmn.com

Note: The application will not be
processed without certification.

Stormwater Pollution Prevention Program Document

I. Partnerships: (Part II.D.1)

- A. List the **regulated small MS4(s)** with which you have established a partnership in order to satisfy one or more requirements of this Permit. Indicate which Minimum Control Measure (MCM) requirements or other program components that each partnership helps to accomplish (List all that apply). Check the box below if you currently have no established partnerships with other regulated MS4s. If you have more than five partnerships, hit the tab key after the last line to generate a new row.

☐ No partnerships with regulated small MS4s

Name and description of partnership	MCM/Other permit requirements involved
Central Minnesota Water Education Alliance (CMWEA) which includes collaboration with 16 other MS4's.	CMWEA activities assisted members to meet education and outreach requirements in Wellhead Protection Plans and the National Pollution Discharge Elimination System (NPDES) MS4 Stormwater Permit
Mn Cities Stormwater Coalition	Assist members to meet education, outreach and training requirements.

- B. If you have additional information that you would like to communicate about your partnerships with other regulated small MS4(s), provide it in the space below, or include an attachment to the SWPPP Document, with the following file naming convention: *MS4NameHere_Partnerships*.

The link to the website for our educational partnership is www.mnwaterconnection.com

II. Description of Regulatory Mechanisms: (Part II.D.2)

Illicit discharges

- A. Do you have a regulatory mechanism(s) that effectively prohibits non-stormwater discharges into your small MS4, except those non-stormwater discharges authorized under the Permit (Part III.D.3.b.)? ☒ Yes ☒ No

1. If **yes**:

- a. Check which *type* of regulatory mechanism(s) your organization has (check all that apply):

☒ Ordinance ☐ Contract language
☐ Policy/Standards ☐ Permits
☐ Rules
☐ Other, explain: _____

- b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation:

Direct link:

☒ Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere_IDDEreg*.

2. If **no**:

Describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:

Construction site stormwater runoff control

- A. Do you have a regulatory mechanism(s) that establishes requirements for erosion and sediment controls and waste controls? ☒ Yes ☐ No

1. If **yes**:

- a. Check which *type* of regulatory mechanism(s) your organization has (check all that apply):

- ☒ Ordinance ☐ Contract language
☐ Policy/Standards ☐ Permits
☐ Rules
☐ Other, explain: _____

- b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation:

Direct link:

- ☒ Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere_CSWreg*.

- B. Is your regulatory mechanism at least as stringent as the MPCA general permit to Discharge Stormwater Associated with Construction Activity (as of the effective date of the MS4 Permit)? ☐ Yes ☒ No

If you answered **yes** to the above question, proceed to C.

If you answered **no** to either of the above permit requirements listed in A. or B., describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

We will review and update our construction site stormwater runoff control regulatory mechanism to be at least as stringent as the MPCA CSW permit. This effort will be completed within 12 months of the date permit coverage is extended.

- C. Answer **yes** or **no** to indicate whether your regulatory mechanism(s) requires owners and operators of construction activity to develop site plans that incorporate the following erosion and sediment controls and waste controls as described in the Permit (Part III.D.4.a.(1)-(8)), and as listed below:

- | | |
|--|---|
| 1. Best Management Practices (BMPs) to minimize erosion. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. BMPs to minimize the discharge of sediment and other pollutants. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. BMPs for dewatering activities. | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 4. Site inspections and records of rainfall events | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. BMP maintenance | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. Management of solid and hazardous wastes on each project site. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 7. Final stabilization upon the completion of construction activity, including the use of perennial vegetative cover on all exposed soils or other equivalent means. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 8. Criteria for the use of temporary sediment basins. | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

We will review and update our construction site stormwater runoff control regulatory mechanism, along with C1-8 to be at least as stringent as the MPCA CSW permit. This effort will be completed within 12 months of the date permit coverage is extended.

C3-We currently have limited guidance for dewatering activities and encourage contractors and developers to take proper care. However, it is not part of any official ordinance. We will draft the amendment using language from the MPCA model ESC ordinance as a guideline, hold a public hearing and adopt an ordinance within 12 months of the date permit coverage is extended.

C-8-Following the same procedure as for (3), the ordinance will be amended to include criteria for the use of temporary sediment basins.

Post-construction stormwater management

A. Do you have a regulatory mechanism(s) to address post-construction stormwater management activities?

☒ Yes ☐ No

1. If **yes**:

a. Check which *type* of regulatory mechanism(s) your organization has (check all that apply):

☒ Ordinance ☐ Contract language

☐ Policy/Standards ☐ Permits

☐ Rules

☐ Other, explain: _____

b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation:

Direct link:

☒ Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere_PostCSWreg*.

B. Answer **yes** or **no** below to indicate whether you have a regulatory mechanism(s) in place that meets the following requirements as described in the Permit (Part III.D.5.a.):

1. **Site plan review:** Requirements that owners and/or operators of construction activity submit site plans with post-construction stormwater management BMPs to the permittee for review and approval, prior to start of construction activity. ☒ Yes ☐ No

2. **Conditions for post construction stormwater management:** Requires the use of any combination of BMPs, with highest preference given to Green Infrastructure techniques and practices (e.g., infiltration, evapotranspiration, reuse/harvesting, conservation design, urban forestry, green roofs, etc.), necessary to meet the following conditions on the site of a construction activity to the Maximum Extent Practicable (MEP):

a. For new development projects – no net increase from pre-project conditions (on an annual average basis) of: ☐ Yes ☒ No

- 1) Stormwater discharge volume, unless precluded by the stormwater management limitations in the Permit (Part III.D.5.a(3)(a)).
- 2) Stormwater discharges of Total Suspended Solids (TSS).
- 3) Stormwater discharges of Total Phosphorus (TP).

b. For redevelopment projects – a net reduction from pre-project conditions (on an annual average basis) of: ☐ Yes ☒ No

- 1) Stormwater discharge volume, unless precluded by the stormwater management limitations in the Permit (Part III.D.5.a(3)(a)).
- 2) Stormwater discharges of TSS.
- 3) Stormwater discharges of TP.

3. **Stormwater management limitations and exceptions:**

a. Limitations

1) Prohibit the use of infiltration techniques to achieve the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)) when the infiltration structural stormwater BMP will receive discharges from, or be constructed in areas: ☐ Yes ☒ No

- a) Where industrial facilities are not authorized to infiltrate industrial stormwater under an NPDES/SDS Industrial Stormwater Permit issued by the MPCA.
- b) Where vehicle fueling and maintenance occur.
- c) With less than three (3) feet of separation distance from the bottom of the infiltration system to the elevation of the seasonally saturated soils or the top of bedrock.
- d) Where high levels of contaminants in soil or groundwater will be mobilized by the infiltrating stormwater.

2) Restrict the use of infiltration techniques to achieve the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)), without higher engineering review, sufficient to provide a functioning treatment system and prevent adverse impacts to groundwater, when the infiltration device will be constructed in areas: ☐ Yes ☒ No

- a) With predominately Hydrologic Soil Group D (clay) soils.
- b) Within 1,000 feet up-gradient, or 100 feet down-gradient of active karst features.

- c) Within a Drinking Water Supply Management Area (DWSMA) as defined in Minn. R. 4720.5100, subp. 13.
- d) Where soil infiltration rates are more than 8.3 inches per hour.
- 3) For linear projects where the lack of right-of-way precludes the installation of volume control practices that meet the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)), the permittee's regulatory mechanism(s) may allow exceptions as described in the Permit (Part III.D.5.a(3)(b)). The permittee's regulatory mechanism(s) shall ensure that a reasonable attempt be made to obtain right-of-way during the project planning process. ☐ Yes ☒ No
4. **Mitigation provisions:** The permittee's regulatory mechanism(s) shall ensure that any stormwater discharges of TSS and/or TP not addressed on the site of the original construction activity are addressed through mitigation and, at a minimum, shall ensure the following requirements are met:
- a. Mitigation project areas are selected in the following order of preference: ☐ Yes ☒ No
- 1) Locations that yield benefits to the same receiving water that receives runoff from the original construction activity.
 - 2) Locations within the same Minnesota Department of Natural Resource (DNR) catchment area as the original construction activity.
 - 3) Locations in the next adjacent DNR catchment area up-stream
 - 4) Locations anywhere within the permittee's jurisdiction.
- b. Mitigation projects must involve the creation of new structural stormwater BMPs or the retrofit of existing structural stormwater BMPs, or the use of a properly designed regional structural stormwater BMP. ☐ Yes ☒ No
- c. Routine maintenance of structural stormwater BMPs already required by this permit cannot be used to meet mitigation requirements of this part. ☐ Yes ☒ No
- d. Mitigation projects shall be completed within 24 months after the start of the original construction activity. ☐ Yes ☒ No
- e. The permittee shall determine, and document, who will be responsible for long-term maintenance on all mitigation projects of this part. ☐ Yes ☒ No
- f. If the permittee receives payment from the owner and/or operator of a construction activity for mitigation purposes in lieu of the owner or operator of that construction activity meeting the conditions for post-construction stormwater management in Part III.D.5.a(2), the permittee shall apply any such payment received to a public stormwater project, and all projects must be in compliance with Part III.D.5.a(4)(a)-(e). ☐ Yes ☒ No
5. **Long-term maintenance of structural stormwater BMPs:** The permittee's regulatory mechanism(s) shall provide for the establishment of legal mechanisms between the permittee and owners or operators responsible for the long-term maintenance of structural stormwater BMPs not owned or operated by the permittee, that have been implemented to meet the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)). This only includes structural stormwater BMPs constructed after the effective date of this permit and that are directly connected to the permittee's MS4, and that are in the permittee's jurisdiction. The legal mechanism shall include provisions that, at a minimum:
- a. Allow the permittee to conduct inspections of structural stormwater BMPs not owned or operated by the permittee, perform necessary maintenance, and assess costs for those structural stormwater BMPs when the permittee determines that the owner and/or operator of that structural stormwater BMP has not conducted maintenance. ☐ Yes ☒ No
- b. Include conditions that are designed to preserve the permittee's right to ensure maintenance responsibility, for structural stormwater BMPs not owned or operated by the permittee, when those responsibilities are legally transferred to another party. ☐ Yes ☒ No
- c. Include conditions that are designed to protect/preserve structural stormwater BMPs and site features that are implemented to comply with the Permit (Part III.D.5.a(2)). If site configurations or structural stormwater BMPs change, causing decreased structural stormwater BMP effectiveness, new or improved structural stormwater BMPs must be implemented to ensure the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)) continue to be met. ☐ Yes ☒ No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within twelve (12) months of the date permit coverage is extended, these permit requirements are met:

We will review and update our post construction site stormwater runoff control regulatory mechanism to be at least as stringent as the MPCA PCSW permit. This effort will be completed within 12 months of the date permit coverage is extended.

B-2 (a-b): Amend current post-construction stormwater ordinance, which does not include anything related to volume-control, to incorporate Permit requirements. Our Engineer will identify potential partners (Stearns County Watershed District, etc) for guidance on how to craft an ordinance. The City Engineer will draft an ordinance that is at least as stringent as the MPCA permit, a public hearing will be held and the adoption of an ordinance will occur within 12 months of the date permit coverage is extended.

B-3(1-3) Amend current post-construction stormwater ordinance to include the prohibition, restriction and preclusions of infiltration techniques to achieve the conditions for post-construction stormwater management, as determined by the MPCA PCSW permit within 12 months of the date permit coverage is extended.

B-4 (a-f) Amend and include regulatory mechanisms which will ensure that stormwater discharges of TSS and/or TP not addressed on the construction site are addressed through mitigation in accordance with the MPCA PCSW permit. This effort will be addressed in the same time frame as identified above.

B-5(a-c) On the same schedule as listed above, we will review and draft amendments to our post-construction stormwater ordinance to ensure maintenance responsibility on structural stormwater BMP's that we do not own or operate, inspections of structural stormwater BMP's we do not own or operate and include conditions that are designed to protect/preserve structural stormwater BMP's to comply with the provisions of the MPCA PCSW permit.

III. Enforcement Response Procedures (ERPs): (Part II.D.3)

A. Do you have existing ERPs that satisfy the requirements of the Permit (Part III.B.)? ☐ Yes ☒ No

1. If **yes**, attach them to this form as an electronic document, with the following file naming convention: *MS4NameHere_ERPs*.
2. If **no**, describe the tasks and corresponding schedules that will be taken to assure that, with twelve (12) months of the date permit coverage is extended, these permit requirements are met:

We will confer with Public Works, Engineering and Building Inspections departments with any enforcement requirements, to provide a written procedure that will satisfy these requirements. We will develop a plan within the first 6 months of the date of reissuance of this permit.

B. Describe your ERPs:

IV. Storm Sewer System Map and Inventory: (Part II.D.4.)

A. Describe how you manage your storm sewer system map and inventory:

Our consulting engineers make and manage the system map and inventory.

B. Answer **yes** or **no** to indicate whether your storm sewer system map addresses the following requirements from the Permit (Part III.C.1.a-d), as listed below:

1. The permittee's entire small MS4 as a goal, but at a minimum, all pipes 12 inches or greater in diameter, including stormwater flow direction in those pipes. ☒ Yes ☐ No
2. Outfalls, including a unique identification (ID) number assigned by the permittee, and an associated geographic coordinate. ☐ Yes ☒ No
3. Structural stormwater BMPs that are part of the permittee's small MS4. ☒ Yes ☐ No
4. All receiving waters. ☒ Yes ☐ No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

We will review and update our storm sewer system GIS map and inventory with all the necessary documentation as required within the permit. Currently, the map is updated by our consulting engineers as new improvements are constructed. We will use a GPS to field mark all additional pipeline needed to be added and integrate them into the map. This effort will be completed within 12 months of the date permit coverage is extended

C. Answer **yes** or **no** to indicate whether you have completed the requirements of 2009 Minnesota Session Law, Ch. 172. Sec. 28: with the following inventories, according to the specifications of the Permit (Part III.C.2.a.-b.), including:

1. All ponds within the permittee's jurisdiction that are constructed and operated for purposes of water quality treatment, stormwater detention, and flood control, and that are used for the collection of stormwater via constructed conveyances. ☒ Yes ☐ No
2. All wetlands and lakes, within the permittee's jurisdiction, that collect stormwater via constructed conveyances. ☒ Yes ☐ No

D. Answer **yes** or **no** to indicate whether you have completed the following information for each feature inventoried.

1. A unique identification (ID) number assigned by the permittee. ☒ Yes ☐ No
2. A geographic coordinate. ☐ Yes ☒ No
3. Type of feature (e.g., pond, wetland, or lake). This may be determined by using best professional judgment. ☒ Yes ☐ No

If you have answered **yes** to all above requirements, and you have already submitted the Pond Inventory Form to the MPCA, then you do not need to resubmit the inventory form below.

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

We will review and update our storm sewer system map and inventory with all the necessary documentation as required within the permit. We are gathering the information of all of our ponds, including new ones and filling this into our inventory form to submit to the Commission. This effort will be completed within 12 months of the date permit coverage is extended

- E. Answer **yes** or **no** to indicate if you are attaching your pond, wetland and lake inventory to the MPCA on the form provided on the MPCA website at: <http://www.pca.state.mn.us/ms4>, according to the specifications of Permit (Part III.C.2.b.(1)-(3)). Attach with the following file naming convention: *MS4NameHere_inventory*. ☐ Yes ☒ No

If you answered **no**, the inventory form must be submitted to the MPCA MS4 Permit Program within 12 months of the date permit coverage is extended.

V. Minimum Control Measures (MCMs) (Part II.D.5)

A. MCM1: Public education and outreach

1. The Permit requires that, within 12 months of the date permit coverage is extended, existing permittees revise their education and outreach program that focuses on illicit discharge recognition and reporting, as well as other specifically selected stormwater-related issue(s) of high priority to the permittee during this permit term. Describe your **current** educational program, including **any high-priority topics included**:

Our City is primarily residential with growing commercial and office districts. We partner with CMWEA to provide education to our residents and businesses.

2. List the categories of BMPs that address your public education and outreach program, including the distribution of educational materials and a program implementation plan. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the U.S. Environmental Protection Agency's (EPA) *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Basic public distribution outreach educational materials for dispersal through newspaper articles (CMWEA)	We will continue to track how many materials are distributed and evaluate our future needs and new content development based on feedback.
Website	We will continue to track how many hits are received on the CMWEA website (and City's website) and evaluate any feedback for new content ideas.
Billboards	With our partners, continue to display large messages in various locations through out the central MN region.
BMP categories to be implemented	Measurable goals and timeframes
Program Evaluation	During the yearly SWPPP review, consider which materials are most effective for our program and audiences. Consider information from comprehensive planning process and other public input.
Social Media	Provide stormwater tips on the City's Facebook page. Track views and comments.

3. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Therese Haffner, Planning Associate

B. MCM2: Public participation and involvement

1. The Permit (Part III.D.2.a.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement a public participation/involvement program to solicit public input on the SWPPP. Describe your current program:

Every year, we present and hear comments on our Stormwater Pollution Prevention Program during a regular City Council meeting. We usually complete that meeting in May or June. We post the public hearing 30 days in advance of the meeting in the local paper.

2. List the categories of BMPs that address your public participation/involvement program, including solicitation and documentation of public input on the SWPPP. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>). **If you have more than five categories**, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Annual Meeting	Hold meeting in May or June. Attempt to get at least one public comment.
Appropriate public notice	Post the annual meeting 30 days in advance of the public meeting. Also place the notice on the City's website.
Availability of Stormwater Pollution Prevention Program Document	Provide a copy of the SWPPP documents at City hall for viewing.
BMP categories to be implemented	Measurable goals and timeframes
Online availability of Stormwater Pollution Prevention Plan Document	Provide an electronic document of the SWPPP online to allow easier access to the document immediately.
Coordination Meeting	The City will annually hold a coordination meeting with stakeholders and developers in discussing progress of permit implementation
Storm Drain Stenciling	We hope to engage community groups in a storm drain stenciling effort. We hope to stencil at least 50 drains in the next 5 years.

3. Do you have a process for receiving and documenting citizen input? ☒ Yes ☐ No

If you answered **no** to the above permit requirement, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:

4. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Anita Rasmussen, Planning and Community Development Director

C. MCM 3: Illicit discharge detection and elimination

1. The Permit (Part III.D.3.) requires that, within 12 months of the date permit coverage is extended, existing permittees revise their current program as necessary, and continue to implement and enforce a program to detect and eliminate illicit discharges into the small MS4. Describe your current program:

We have an ordinance that prohibits illicit discharges but we are not confident it meets the requirements of the new permit. The Public Works department are trained to look for any signs of an illicit discharge while on the job or as a result of a complaint.

2. Does your Illicit Discharge Detection and Elimination Program meet the following requirements, as found in the Permit (Part III.D.3.c.-g.)?

- a. Incorporation of illicit discharge detection into all inspection and maintenance activities conducted under the Permit (Part III.D.6.e.-f.) Where feasible, illicit discharge inspections shall be conducted during dry-weather conditions (e.g., periods of 72 or more hours of no precipitation). ☐ Yes ☒ No
- b. Detecting and tracking the source of illicit discharges using visual inspections. The permittee may also include use of mobile cameras, collecting and analyzing water samples, and/or other detailed procedures that may be effective investigative tools. ☐ Yes ☒ No
- c. Training of all field staff, in accordance with the requirements of the Permit (Part III.D.6.g.(2)), in illicit discharge recognition (including conditions which could cause illicit discharges), and reporting illicit discharges for further investigation. ☒ Yes ☐ No
- d. Identification of priority areas likely to have illicit discharges, including at a minimum, evaluating land use associated with business/industrial activities, areas where illicit discharges have been identified in the past, and areas with storage of large quantities of significant materials that could result in an illicit discharge. ☐ Yes ☒ No
- e. Procedures for the timely response to known, suspected, and reported illicit discharges. ☒ Yes ☐ No
- f. Procedures for investigating, locating, and eliminating the source of illicit discharges. ☒ Yes ☐ No
- g. Procedures for responding to spills, including emergency response procedures to prevent spills from entering the small MS4. The procedures shall also include the immediate notification of the Minnesota Department of Public Safety Duty Officer, if the source of the illicit discharge is a spill or leak as defined in Minn. Stat. § 115.061. ☒ Yes ☐ No
- h. When the source of the illicit discharge is found, the permittee shall use the ERPs required by the Permit (Part III.B.) to eliminate the illicit discharge and require any needed corrective action(s). ☒ Yes ☐ No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

We have an ordinance that prohibits illicit discharges and connections, but will be revising our program to include inspections being completed during dryweather conditions, other modes of detection where possible, identification of priority areas within 12 months of when the permit coverage is extended.

3. List the categories of BMPs that address your illicit discharge, detection and elimination program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Ordinance	Review and revise ordinance yearly, or as needed, so that it continues to meet the needs of the City and legal requirements
Inspections	City employees are on the lookout for illicit discharges while they perform their normal duties and inspections occur when we receive reports of an illicit discharge. Document number of illicit discharges spotted.
Training	Appropriate city employees will participate in training for spotting and handling illicit discharges on a yearly or as needed basis.
BMP categories to be implemented	Measurable goals and timeframes
Inspections	Yearly inspections of high-priority outfalls and around high-risk establishments. Make as many dryweather inspections as

	possible.
Storm Sewer Televising	On a yearly basis, determine if and where sections of our sewer system should be televised to find illicit connections to the system as well as leaks and cracks that might exist. This will happen, if necessary, in the summer or early fall of each year.
Establish Illicit Discharge Reporting Hotline/Link	Allow citizens to enter a message 24/7 reporting illicit discharges to the City. This will be implemented within 6 months of the date we receive permit coverage. All messages will be documented in a data management system.

4. Do you have procedures for record-keeping within your Illicit Discharge Detection and Elimination (IDDE) program as specified within the Permit (Part III.D.3.h.)? ☐ Yes ☒ No

If you answered **no**, indicate how you will develop procedures for record-keeping of your Illicit Discharge, Detection and Elimination Program, within 12 months of the date permit coverage is extended:

We intend to have the funds and software for employees to put reports of illicit discharges and connections into our GIS System and Property Data Management system. Each report will contain an address, type of discharge/connection and if it was associated with a business.

5. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

John Kothenbeutel

D. MCM 4: Construction site stormwater runoff control

1. The Permit (Part III.D.4) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement and enforce a construction site stormwater runoff control program. Describe your current program:

We have a permit application required for any construction site that disturbs 1 acre or more. We require review of construction site erosion and sediment control plans before projects begin, and work with contractors to ensure appropriate and correct use of erosion and sediment control BMP's on sites. All checklists are retained in the building file.

2. Does your program address the following BMPs for construction stormwater erosion and sediment control as required in the Permit (Part III.D.4.b.):
- Have you established written procedures for site plan reviews that you conduct prior to the start of construction activity? ☒ Yes ☐ No
 - Does the site plan review procedure include notification to owners and operators proposing construction activity that they need to apply for and obtain coverage under the MPCA's general permit to *Discharge Stormwater Associated with Construction Activity No. MN R100001*? ☐ Yes ☒ No
 - Does your program include written procedures for receipt and consideration of reports of noncompliance or other stormwater related information on construction activity submitted by the public to the permittee? ☒ Yes ☐ No
 - Have you included written procedures for the following aspects of site inspections to determine compliance with your regulatory mechanism(s):
 - Does your program include procedures for identifying priority sites for inspection? ☐ Yes ☒ No
 - Does your program identify a frequency at which you will conduct construction site inspections? ☒ Yes ☐ No
 - Does your program identify the names of individual(s) or position titles of those responsible for conducting construction site inspections? ☒ Yes ☐ No
 - Does your program include a checklist or other written means to document construction site inspections when determining compliance? ☒ Yes ☐ No
 - Does your program document and retain construction project name, location, total acreage to be disturbed, and owner/operator information? ☒ Yes ☐ No
 - Does your program document stormwater-related comments and/or supporting information used to determine project approval or denial? ☒ Yes ☐ No
 - Does your program retain construction site inspection checklists or other written materials used to document site inspections? ☒ Yes ☐ No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met.

2.b. We will notify owners and operators proposing construction activity to apply for and obtain coverage for the MPCA general permit for construction activity within 6 months after the coverage is extended.

2d.1. We plan to develop written procedures to explain our prioritization of inspections in the field. We plan on developing this with our Construction Site Stormwater Control program within 6 months after the permit coverage is extended.

- List the categories of BMPs that address your construction site stormwater runoff control program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>). If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Permit Application System	Process all applications within 60 days of receipt.
Inspections	Conduct inspections as needed and regularly to all sites within the City.
Education	Provide educational workshop on permit requirements for contractors yearly.
Ordinance	The City currently has on the records an erosion and sediment control ordinance.

BMP categories to be implemented	Measurable goals and timeframes
Permit Update	Update our city permit and ordinance to meet MPCA General Permit to Discharge Stormwater Associated with construction activity. This will happen within 12 months of receiving Permit coverage.
Checklist	Update procedures for site plan review on an annual basis and incorporate into the Checklist.
Prioritize Inspections	Ensure at least 10% of inspections conducted annually are performed at deemed high priority inspection sites (near sensitive receiving waters, greater than 5 acre sites).
Factsheet	Consider developing a factsheet to accompany permit application to assist contractors with understanding permit regulations. We will consider this factsheet within 6 months of permit coverage.

- Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Building Official

E. MCM 5: Post-construction stormwater management

- The Permit (Part III.D.5.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement and enforce a post-construction stormwater management program. Describe your current program:

We will develop and adopt a post construction stormwater management ordinance to encourage the utilization of BMP's for storm water runoff from new and redevelopment projects, as well as to ensure the maintenance and operation of the existing stormwater BMP's.

- Have you established written procedures for site plan reviews that you will conduct prior to the start of construction activity? ☒ Yes ☐ No
- Answer **yes** or **no** to indicate whether you have the following listed procedures for documentation of post-construction stormwater management according to the specifications of Permit (Part III.D.5.c.):
 - Any supporting documentation that you use to determine compliance with the Permit (Part III.D.5.a), including the project name, location, owner and operator of the construction activity, any checklists used for conducting site plan reviews, and any calculations used to determine compliance? ☐ Yes ☒ No
 - All supporting documentation associated with mitigation projects that you authorize? ☐ Yes ☒ No

- c. Payments received and used in accordance with Permit (Part III.D.5.a.(4)(f))? ☐ Yes ☒ No
- d. All legal mechanisms drafted in accordance with the Permit (Part III.D.5.a.(5)), including date(s) of the agreement(s) and names of all responsible parties involved? ☐ Yes ☒ No

If you answered **no** to any of the above permit requirements, describe the steps that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met.

We will develop procedures to document our compliance with the new permit, mitigation projects authorized by the City, payments received and all legal mechanisms implemented through our post-construction stormwater management regulatory mechanism. This effort will be completed within 12 months after our permit coverage is extended.

4. List the categories of BMPs that address your post-construction stormwater management program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>). **If you have more than five categories**, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Inspections to verify proper maintenance of stormwater BMP's	Annual inspections of 20% of completed City-owned BMP's
Ordinance regulating new projects	Consider the evaluation of past permits to determine how well they met or exceeded requirement.

BMP categories to be implemented	Measurable goals and timeframes
Update ordinance to meet new permit requirements	Within 12 months of extension of permit coverage, revise ordinance to meet permit requirements.
Develop written procedures for site plan review	Within 12 months of extension of permit coverage, develop site plan review procedures that must be completed prior to the start of construction activity.
Document pertinent information	Maintain all related documents pertaining to each new or redevelopment project in a more user-friendly filing system within 12 months of permit issuance.
BMP Construction Guidance	Develop BMP Construction Guidance documents for developers and contractors within 12 months of permit coverage extension. Distribute to developers who have pulled a permit in the past 3 years.

5. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Planning Director and Building Official

F. MCM 6: Pollution prevention/good housekeeping for municipal operations

1. The Permit (Part III.D.6.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement an operations and maintenance program that prevents or reduces the discharge of pollutants from the permittee owned/operated facilities and operations to the small MS4. Describe your current program:

We currently inspect our structural control devices on an annual basis. The City inspects stockpiles, storage and material handling areas at the maintenance yard for potential discharges and maintenance of BMP's. The City will continue to evaluate the use of road salt for winter road maintenance activities. The City sweeps the streets in the fall and spring. Maintenance staff is trained on various topics related to pollution prevention during maintenance activities.

2. Do you have a facilities inventory as outlined in the Permit (Part III.D.6.a.)? ☐ Yes ☒ No

3. If you answered **no** to the above permit requirement in question 2, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:
- We will evaluate our facilities inventory to determine if it is in compliance with the Permit. If not, a revised inventory will be completed within 12 months of the issuance of the permit.*
4. List the categories of BMPs that address your pollution prevention/good housekeeping for municipal operations program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. For an explanation of measurable goals, refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Street Sweeping	Twice a year
Inspect maintenance yard	After large rain events
Internal Training Programs	Training is made available where staff utilize training materials in their daily activities. Consider and research the ability to develop a pollution prevention workshop in the first year. Research the feasibility of the reduction in fertilizer and pesticide use in year two.
BMP categories to be implemented	Measurable goals and timeframes
Develop Spill Prevention and Control Plans for Municipal Facilities	Consider developing plans describing spill prevention and control procedures in year 1, develop the plans in year 2 and distribute materials to each facility by the end of year 2.
Facility Inventory	In year 1, develop a facility inventory of city-owned properties and buildings including the compost site. Update as necessary.
Pond Assessment Procedures and Schedule	In year 1, develop procedures for determining TSS and TP treatment effectiveness of city –owned ponds used for treatment of stormwater. Implement schedule in year 2-5.
Review Alternatives for Roadway Deicing	In year 1, examine cost effective alternatives to roadway salt applied to roadways.

5. Does discharge from your MS4 affect a Source Water Protection Area (Permit Part III.D.6.c.)? ☒ Yes ☐ No
- a. If **no**, continue to 6.
- b. If **yes**, the Minnesota Department of Health (MDH) is in the process of mapping the following items. Maps are available at <http://www.health.state.mn.us/divs/eh/water/swp/maps/index.htm>. Is a map including the following items available for your MS4:
- 1) Wells and source waters for drinking water supply management areas identified as vulnerable under Minn. R. 4720.5205, 4720.5210, and 4720.5330? ☒ Yes ☐ No
- 2) Source water protection areas for surface intakes identified in the source water assessments conducted by or for the Minnesota Department of Health under the federal Safe Drinking Water Act, U.S.C. §§ 300j – 13? ☒ Yes ☐ No
- c. Have you developed and implemented BMPs to protect any of the above drinking water sources? ☒ Yes ☐ No
6. Have you developed procedures and a schedule for the purpose of determining the TSS and TP treatment effectiveness of all permittee owned/operated ponds constructed and used for the collection and treatment of stormwater, according to the Permit (Part III.D.6.d.)? ☐ Yes ☒ No
7. Do you have inspection procedures that meet the requirements of the Permit (Part III.D.6.e.(1)-(3)) for structural stormwater BMPs, ponds and outfalls, and stockpile, storage and material handling areas? ☐ Yes ☒ No

8. Have you developed and implemented a stormwater management training program commensurate with each employee's job duties that:
- a. Addresses the importance of protecting water quality? ☐ Yes ☒ No
 - b. Covers the requirements of the permit relevant to the duties of the employee? ☐ Yes ☒ No
 - c. Includes a schedule that establishes initial training for new and/or seasonal employees and recurring training intervals for existing employees to address changes in procedures, practices, techniques, or requirements? ☐ Yes ☒ No

9. Do you keep documentation of inspections, maintenance, and training as required by the Permit (Part III.D.6.h.(1)-(5))? ☐ Yes ☒ No

If you answered **no** to any of the above permit requirements listed in **Questions 5 – 9**, then describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

We are currently examining methods for assessing ponds to determine TSS and TP effectiveness. A schedule will be determined in year 2-5. We will also re-evaluate employee/management training programs to ensure they address the importance of protecting water quality, cover the requirements of the duties of the employee, and include a training schedule.

10. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Public Works Director

VI. Compliance Schedule for an Approved Total Maximum Daily Load (TMDL) with an Applicable Waste Load Allocation (WLA) (Part II.D.6.)

- A. Do you have an approved TMDL with a Waste Load Allocation (WLA) prior to the effective date of the Permit? ☐ Yes ☒ No

1. If **no**, continue to section VII.
2. If **yes**, fill out and attach the MS4 Permit TMDL Attachment Spreadsheet with the following naming convention: *MS4NameHere_TMDL*.

This form is found on the MPCA MS4 website: <http://www.pca.state.mn.us/ms4>.

VII. Alum or Ferric Chloride Phosphorus Treatment Systems (Part II.D.7.)

- A. Do you own and/or operate any Alum or Ferric Chloride Phosphorus Treatment Systems which are regulated by this Permit (Part III.F.)? ☐ Yes ☒ No

1. If **no**, this section requires no further information.
2. If **yes**, you own and/or operate an Alum or Ferric Chloride Phosphorus Treatment System within your small MS4, then you must submit the Alum or Ferric Chloride Phosphorus Treatment Systems Form supplement to this document, with the following naming convention: *MS4NameHere_TreatmentSystem*.

This form is found on the MPCA MS4 website: <http://www.pca.state.mn.us/ms4>.

VIII. Add any Additional Comments to Describe Your Program

CHAPTER 21

ILLICIT DISCHARGE AND CONNECTION ORDINANCE

SECTION:

- 10-21-1: Purpose and Intent
- 10-21-2: Definitions
- 10-21-3: Applicability
- 10-21-4: Responsibility for Administration
- 10-21-5: Severability
- 10-21-6: Ultimate Responsibility
- 10-21-7: Discharge Prohibitions
- 10-21-8: Suspension of MS4 Access
- 10-21-9: Industrial or Construction Activity Discharges
- 10-21-10: Monitoring of Discharges
- 10-21-11: Requirement to Prevent, Control, and Reduce Storm Water Pollutants by the use of Best Management Practices
- 10-21-12: Watercourse Protection
- 10-21-13: Notification of Spills
- 10-21-14: Enforcement
- 10-21-15: Injunctive Relief
- 10-21-16: Compensatory Action
- 10-21-17: Violations Deemed A Public Nuisance
- 10-21-18: Criminal Prosecution
- 10-21-19: Remedies Not Exclusive

10-21-1: **PURPOSE AND INTENT:** The purpose of this ordinance is provide for the health, safety, and general welfare of the citizens of Sartell through the regulation of non-storm water discharges to the storm drainage system to the maximum extent practicable as required by federal and state law. This ordinance establishes methods for controlling the introduction of pollutants into the municipal separate storm sewer system (MS4) in order to comply with requirements of the National Pollutant Discharge Elimination System (NPDES) permit process. The objectives of this ordinance are:

- A. To regulate the contribution of pollutants to the municipal separate storm sewer system (MS4) by stormwater discharges by any user,
- B. To prohibit Illicit Connections and Discharges to the municipal separate storm sewer system, and
- C. To establish legal authority to carry out all inspection, surveillance, enforcement, and monitoring procedures necessary to ensure compliance with this ordinance.

10-21-2: DEFINITIONS:

ACCIDENTAL DISCHARGE: means a discharge prohibited by this ordinance and without planning or thought prior to occurrence.

AUTHORIZED ENFORCEMENT AGENCY: employees or designees of the City of Sartell designated to enforce this ordinance.

BEST MANAGEMENT PRACTICES (BMPs): schedules of activities, prohibitions of practices, general good housekeeping practices, pollution prevention and educational practices, maintenance procedures, and other management practices to prevent or reduce the discharge of pollutants directly or indirectly to stormwater, receiving waters, or stormwater conveyance systems. BMPs also include treatment practices, operating procedures, and practices to control site runoff, spillage or leaks, sludge or water disposal, or drainage from raw materials storage.

CLEAN WATER ACT: the Federal Water Pollution Control Act (33 U.S. C. § 1251 et seq.), and any subsequent amendments thereto.

CONSTRUCTION ACTIVITY: Activities subject to the NDPS Construction Permits. Currently these include construction projects resulting in land disturbance of 1 acre or more. Such activities include but are not limited to clearing and grubbing, grading, excavating, and demolition.

HAZARDOUS MATERIALS: Any material, including any substance, waste, or combination thereof, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may cause, or significantly contribute to, a substantial present or potential hazard to human health, safety, property, or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

ILLICIT DISCHARGE: Any direct or indirect non-storm water discharge to the storm drain system, except as exempted in Section 7 of this ordinance.

ILLICIT CONNECTIONS: An illicit connection is defined as either of the following:

Any drain or conveyance, whether on the surface or subsurface, which allows an illegal discharge including sewage, process wastewater, and wash water to enter the storm drain system, including any connections to the storm drain system from indoor drains and sinks, regardless of whether said drain or connection had been previously allowed, permitted, or approved by an authorized enforcement agency or, Any drain or conveyance connected from a commercial or industrial land use to the storm drain system which has not been documented in plans, maps, or equivalent records and approved by an authorized enforcement agency.

INDUSTRIAL ACTIVITY: Activities subject to NDPS Industrial Permits as defined in 40 CFR, Section 122.26 (b)(14).

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4): A stormwater conveyance or unified stormwater conveyance system (including without limitation: roads with drainage systems, municipal streets, catch basins, stormwater detention facilities, curbs, gutters, ditches, natural or man-made channels, or storm drains), that:

- A. Is located within the corporate limits of Sartell, MN; and
- B. Is owned or operated by the State, County, the City, or other public body; and
- C. Discharges to Waters of the State and/or United States, excluding publicly owned treatment works, and lawful connections thereto, which in turn discharge into the Waters of the State and/or United States.

NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT: Any permit or requirement enforced pursuant to the clean water act as amended for the purposes of regulating storm water discharge.

NON-STORM WATER DISCHARGE: Any discharge to the storm drain system that is not composed entirely of storm water.

PERSON: means any individual, association, organization, partnership, firm, corporation or other entity recognized by law and acting as either the owner or as the owner's agent.

POLLUTANT: Anything which causes or contributes to pollution. Pollutants may include, but are not limited to: paints, varnishes, and solvents; oil and other automotive fluids; non-hazardous liquid and solid wastes and yard wastes; refuse, rubbish, garbage, litter, or other discarded or abandoned objects, ordinances, and accumulations, so that same may cause or contribute to pollution; floatables, pesticides, herbicides; hazardous substances and wastes; sewage, fecal coliform and pathogens; dissolved and particulate metals; animal wastes; wastes and residues that result from constructing a building or structure; and noxious or offensive matter of any kind.

POLLUTION: Man-made or man-induced alteration of the chemical, physical, biological, thermal, and/or radiological integrity of water.

PREMISES: Any buildings, lot, parcel of land or portion of land whether improved or unimproved including adjacent sidewalks and parking strips.

STORM DRAINAGE SYSTEM: Publicly-owned facilities by which storm water is collected and/or conveyed, including but not limited to any roads with drainage systems, municipal streets, gutters, curbs, inlets, piped storm drains, pumping facilities, retention and detention basins, natural and human-made or altered drainage channels, reservoirs, and other drainage structures.

STORM WATER: Any surface flow, runoff, and drainage consisting entirely of water from any form of natural precipitation, and resulting from such precipitation.

STORMWATER POLLUTION PREVENTION PLAN (SWPPP): A document which describes the Best Management Practices and activities to be implemented by a person or business to identify sources of pollution or contamination at a site and the actions to eliminate or reduce pollutant discharges and/or Receiving Waters to the Maximum Extent Practicable.

WASTEWATER: any water or other liquid, other than uncontaminated storm water, discharged from a facility.

WATERCOURSES: any natural or engineered wetland, raingarden, river, lake, ditch.

WATERS OF THE STATE AND/OR UNITED STATES: All water bodies regulated by the State and/or United States including streams, lakes, ponds, wetlands, marshes, waterways, wells, springs, reservoirs, aquifers, irrigation systems, drainage systems and all other bodies or accumulations of water, surface or underground, natural or artificial, public or private, which are contained within, flow through, or border upon the state of Minnesota or any portion thereof, or which may be susceptible to use in interstate or foreign commerce.

10-21-3: **APPLICABILITY:** This ordinance shall apply to all water entering the storm drain system generated on any developed and undeveloped lands unless explicitly exempted by an authorized enforcement agency.

10-21-4: **RESPONSIBILITY FOR ADMINISTRATION:** The City of Sartell shall administer, implement, and enforce the provisions of this ordinance. Any powers granted or duties imposed upon the authorized enforcement agency may be delegated in writing by the Director of the authorized enforcement agency to persons or entities acting in the beneficial interest of or in the employ of the agency.

10-21-5: **SEVERABILITY:** The provisions of this ordinance are hereby declared to be severable. If any provision, clause, sentence, or paragraph of this Ordinance or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions or applications of this Ordinance.

10-21-6: **ULTIMATE RESPONSIBILITY:** The standards set forth herein and promulgated pursuant to this ordinance are minimum standards: therefore this ordinance does not intend nor imply that compliance by any person will ensure that there will be no contamination, pollution, nor unauthorized discharge of pollutants.

10-21-7: **DISCHARGE PROHIBITIONS:** Prohibition of Illicit Discharges. No person shall discharge or cause to be discharged into the municipal storm drain system or watercourses any materials, including but not limited to pollutants or waters containing any pollutants that cause or contribute to a violation of applicable water quality standards, other than storm water. The commencement, conduct or continuance of any illicit discharge to the storm drain system is prohibited except as described as follows:

- A. The following discharges are exempt from discharge prohibitions established by this ordinance: water line flushing or other potable water sources, landscape irrigation or lawn watering, diverted stream flows, rising

ground water, ground water infiltration to storm drains, uncontaminated pumped ground water, foundation or footing drains (not including active groundwater dewatering systems), crawl space pumps, air conditioning condensation, springs, non-commercial washing of vehicles, natural riparian habitat or wetland flows, swimming pools (if chlorinated – typically less than one PPM chlorine), fire fighting activities, and any other water source not containing Pollutants.

- B. Discharges specified in writing by the authorized enforcement agency as being necessary to protect public health and safety.
- C. Dye testing is an allowable discharge, but requires a verbal notification to the authorized enforcement agency prior to the time of the test.
- D. The prohibition shall not apply to any non-storm water discharge permitted under an NPDES permit, waiver, or waste discharge order issued to the discharger and administered under the authority of the Federal Environmental Protection Agency, provided that the discharger is in full compliance with all requirements of the permit, waiver, or order and other applicable laws and regulations, and provided that written approval has been granted for any discharge to the storm drain system.

Prohibition of Illicit Connections.

- A. The construction, use, maintenance or continued existence of illicit connections to the storm drain system is prohibited.
- B. This prohibition expressly includes, without limitation, illicit connections made in the past, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection.
- C. A person is considered to be in violation of this ordinance if the person connects a line conveying sewage to the MS4, or allows such a connection to continue.

10-21-8: SUSPENSION OF MS4 ACCESS:

- A. Suspension due to Illicit Discharges in Emergency Situations: The City of Sartell may, without prior notice, suspend MS4 discharge access to a person when such suspension is necessary to stop an actual or threatened discharge which presents or may present imminent and substantial danger to the environment, or to the health or welfare of persons, or to the MS4 or Waters of the State and/or United States. If the violator fails to comply with a suspension order issued in an emergency, the authorized enforcement agency may take such steps as deemed necessary to prevent or minimize damage to the MS4 or Waters of the State and/or United States, or to minimize danger to persons.
- B. Suspension due to the Detection of Illicit Discharge: Any person discharging to the MS4 in violation of this ordinance may have their MS4 access terminated if such termination would abate or reduce an illicit discharge. The authorized enforcement agency will notify a violator of the proposed termination of its MS4 access. The violator may petition the authorized enforcement agency for a reconsideration and hearing.

A person commits an offense if the person reinstates MS4 access to premises terminated pursuant to this Section, without the prior approval of the authorized enforcement agency.

10-21-9: INDUSTRIAL OR CONSTRUCTION ACTIVITY DISCHARGES: Any person subject to an industrial or construction activity NPDES storm water discharge permit shall comply with all provisions of such permit. Proof of compliance with said permit may be required in a form acceptable to the City of Sartell prior to the allowing of discharges to the MS4.

10-21-10: MONITORING OF DISCHARGES:

- A. Applicability: This section applies to all facilities that have storm water discharges associated with industrial activity, including construction activity.

B. Access to Facilities

1. The City of Sartell shall be permitted to enter and inspect facilities subject to regulation under this ordinance as often as may be necessary to determine compliance with this ordinance. If a discharger has security measures in force which require proper identification and clearance before entry into its premises, the discharger shall make the necessary arrangements to allow access to representatives of the authorized enforcement agency.
2. Facility operators shall allow the City of Sartell ready access to all parts of the premises for the purposes of inspection, sampling, examination, and copying of records that must be kept under the conditions of an NPDES permit to discharge storm water, and the performance of any additional duties as defined by state and federal law.
3. The City of Sartell shall have the right to set up on any permitted facility such devices as are necessary in the opinion of the authorized enforcement agency to conduct monitoring and/or sampling of the facility's storm water discharge.
4. The City of Sartell has the right to require the discharger to install monitoring equipment as necessary. The facility's sampling and monitoring equipment shall be maintained at all times in a safe and proper operating condition by the discharger at its own expense. All devices used to measure stormwater flow and quality shall be calibrated to ensure their accuracy.
5. Any temporary or permanent obstruction to safe and easy access to the facility to be inspected and/or sampled shall be promptly removed by the operator at the written or oral request of the City of Sartell and shall not be replaced. The costs of clearing such access shall be borne by the operator.
6. Unreasonable delays in allowing the City of Sartell access to a permitted facility is a violation of a storm water discharge permit and of this ordinance. A person who is the operator of a facility with a NPDES permit to discharge storm water associated with industrial activity commits an offense if the person denies the authorized enforcement agency reasonable access to the permitted facility for the purpose of conducting any activity authorized or required by this ordinance.
7. If the City of Sartell has been refused access to any part of the premises from which stormwater is discharged, and he/she is able to demonstrate probable cause to believe that there may be a violation of this ordinance, or that there is a need to inspect and/or sample as part of a routine inspection and sampling program designed to verify compliance with this ordinance or any order issued hereunder, or to protect the overall public health, safety, and welfare of the community, then the authorized enforcement agency may seek issuance of a search warrant from any court of competent jurisdiction.

10-21-11: REQUIREMENTS TO PREVENT, CONTROL, AND REDUCE STORM WATER POLLUTANTS BY THE USE OF BEST MANAGEMENT PRACTICES: The City of Sartell endorses the MPCA's requirements identifying Best Management Practices for any activity, operation, or facility which may cause or contribute to pollution or contamination of storm water, the storm drain system, or waters of the State and/or United States. The owner or operator of a commercial or industrial establishment shall provide, at their own expense, reasonable protection from accidental discharge of prohibited materials or other wastes into the municipal storm drain system or watercourses through the use of these structural and non-structural BMPs. Further, any person responsible for a property or premise, which is, or may be, the source of an illicit discharge, may be required to implement, at said person's expense, additional structural and non-structural BMPs to prevent the further discharge of pollutants to the municipal separate storm sewer system. Compliance with all terms and conditions of a valid NPDES permit authorizing the discharge of storm water associated with industrial activity, to the extent practicable, shall be deemed compliance with the provisions of this section. These BMPs shall be part of a stormwater pollution prevention plan (SWPPP) as necessary for compliance with requirements of the NPDES permit.

10-21-12: WATERCOURSE PROTECTION: Every person owning property through which a watercourse passes, or such person's lessee, shall keep and maintain that part of the watercourse within the property free of trash, debris, excessive vegetation, and other obstacles that would pollute, contaminate, or significantly retard the flow of water through or infiltrate within the watercourse. In addition, the owner or lessee shall maintain existing privately owned structures within or adjacent to a watercourse, so that such structures will not become a hazard to the use, function, or physical integrity of the watercourse.

10-21-13: NOTIFICATION OF SPILLS: Notwithstanding other requirements of law, as soon as any person responsible for a facility or operation, or responsible for emergency response for a facility or operation has information of any known or suspected release of materials which are resulting or may result in illicit discharges or pollutants discharging into storm water, the storm drain system, or water of the State and/or United States said person shall take all necessary steps to ensure the discovery, containment, and cleanup of such release. In the event of such a release of hazardous materials said person shall immediately notify emergency response agencies of the occurrence via emergency dispatch services. In the event of a release of non-hazardous materials, said person shall notify the authorized enforcement agency in person or by phone or facsimile no later than the next business day. Notifications in person or by phone shall be confirmed by written notice addressed and mailed to the Public Works Director, City of Sartell within three business days of the phone notice. If the discharge of prohibited materials emanates from a commercial or industrial establishment, the owner or operator of such establishment shall also retain an on-site written record of the discharge and the actions taken to prevent its recurrence. Such records shall be retained for at least three years.

10-21-14: ENFORCEMENT:

- A. Notice of Violation: Whenever the City of Sartell finds a person has violated a prohibition or failed to meet a requirement of this Ordinance, the authorized enforcement agency may order compliance by written notice of violation to the responsible person. Such notice may require without limitation:
 - 1. Monitoring, analyses, and reporting;
 - 2. Elimination of illicit connections or discharges;
 - 3. Abatement of pollution and hazards;
 - 4. Restoration of affected property;
 - 5. Payment of fine to cover administrative and remediation costs;
 - 6. Implementation of source control or treatment BMPs; and
 - 7. Other actions as deemed necessary by the City.
- B. If abatement of a violation and/or restoration of affected property is required, the notice shall set forth a deadline within which such remediation or restoration must be completed. Said notice shall further advise that, should the violator fail to remediate or restore within the established deadline, the work will be done by a designated governmental agency or a contractor and the expense thereof shall be charged to the violator.

10-21-15: INJUNCTIVE RELIEF: It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of this Ordinance. If a person has violated or continues to violate the provisions of this ordinance, the authorized enforcement agency may petition for a preliminary or permanent injunction restraining the person from activities which would create further violations or compelling the person to perform abatement or remediation of the violation.

10-21-16: COMPENSATORY ACTION: In lieu of enforcement proceedings, penalties, and remedies authorized by this Ordinance, the authorized enforcement agency may impose upon a violator alternative compensatory actions, such as storm drain stenciling, attendance at compliance workshops, creek cleanup, etc.

10-21-17: VIOLATIONS DEEMED A PUBLIC NUISANCE: In addition to the enforcement of processes and penalties provided, any condition caused or permitted to exist in violation of any of the provisions of this Ordinance is a threat to public health, safety, and welfare, and is declared and deemed a nuisance, and may be summarily abated or restored at the violator's expense, and/or a civil action to abate, enjoin, or otherwise compel the cessation of such nuisance may be taken.

10-21-18: CRIMINAL PROSECUTION: Any person that has violated or continues to violate this ordinance shall be liable to criminal prosecution to the fullest extent of the law. The enforcement agency may recover all attorney's fees court costs and other expenses associated with enforcement of this ordinance, including sampling and monitoring expenses.

10-21-19: REMEDIES NOT EXCLUSIVE: The remedies listed in this ordinance are not exclusive of any other remedies available under any applicable federal, state or local law and it is within the discretion of the authorized enforcement agency to seek cumulative remedies.

CHAPTER 20
ENVIRONMENTAL ORDINANCE
EROSION AND SEDIMENT CONTROL ORDINANCE
SECTION:

10-20- 1 Intent, Purpose

10-20-2: Definitions

10-20-2 Required Land Disturbance Permit

10-20-3 Land Disturbance Permit Process and Data Requirements

10-20-4 Storm Water Pollution Prevention Plan

10-20-5 Stabilization Design

10-20-6 Inspection

10-20-7 Enforcement

10-20-1: Intent, Purpose: During the construction (roadway, utility and building) process, soil is highly vulnerable to erosion by wind and water. Eroded soil endangers water resources by reducing water quality and causing the siltation of aquatic habitat for fish and other desirable species. Eroded soil also necessitates repair of sewers and ditches and the dredging of lakes.

As a result, the purpose of this local regulation is to safeguard persons, protect property, and prevent damage to the environment in the City of Sartell. This ordinance will also promote the public welfare by guiding, regulating, and controlling the design, construction, use and maintenance of any development or other activity that disturbs or breaks the topsoil or results in the movement of earth on land in the City of Sartell.

10-20-2: Definitions

Certified Contractor: A person who has received training to inspect and maintain erosion and sediment control practices.

Clearing: Any activity that removes ground cover and exposes topsoil material.

Drainage way: Any channel that conveys surface runoff throughout the site.

Erosion Control: A measure that prevents soil particle exposure and detachment.

Erosion and Sediment Control Plan: **Otherwise** known as a storm water pollution prevention plan (SWPPP) which is a set of plans prepared by or under the direction of a licensed professional engineer or certified contractor indicating the specific measures and sequencing to be used to control the sediment and erosion on a development site during and after construction.

Grading: Excavation or fill of material.

Perimeter Control: A barrier that prevents sediment from leaving a site by filtering sediment-laden runoff or diverting it to a sediment trap or basin.

Sediment Control: Measures that prevent eroded sediment from leaving the site.

Site: A parcel of land or a contiguous combination thereof, where grading work is preformed as a single unified operation.

Land Disturbing: Any project or activity, including excavations, clearing and grading that directly or indirectly affects slopes, water bodies or the moving of ground cover.

Land Disturbance Permit: A permit issued by the City for the construction or alteration of ground cover improvement and structures for the control of erosion, runoff and grading.

Primary Structure: A structure in which a principal use of the lot on which the structure is located is conducted.

Stabilization: The use of practices that prevent exposed soil from eroding. Otherwise known as Best Management Practices (BMP's)

Start of Construction: The first land disturbing activity associated with a development, including land preparation such as ground clearing (grubbing), grading, and filling. Installation of streets and walkways,

excavation for basements, footings, piers or foundations; erection of temporary forms; and installation of accessory buildings such as garages.

10-20-3: Required Land Disturbance Permits:

A. Residential, Commercial and Industrial Site Construction Plans. All persons wishing to start a land disturbance project on an existing lot of record (see Section 11, Chapter 3 of the Subdivision Code), for the purposes of the construction of a residential, commercial or industrial primary structure, shall submit a Land Disturbance Permit at the time of obtaining a building permit. See also Chapter 9, General Regulations on grading/drainage protection.

B. Roadway and Utility Installation Construction Plans. All persons wishing to start a land disturbance project on an existing lot of record (see Section 11, Chapter 3 of the Subdivision Code), for the purposes of the construction of any roadway or utilities, shall submit a Land Disturbance Permit to the City Engineer at the time of roadway and utility plan.

C. Any Persons wishing to disturb any land greater than one acre prior to the City approving a final plat and final grading plan for the property may submit an application for a conditional use permit.

D. The following activities are not required to obtain a Land Disturbance Permit:

1. Any emergency activity that is immediately necessary for the protection of life, property, or natural resources.
2. Existing nursery, as long as the activity does not exceed 43,560 square feet (one acre) and agricultural operations conducted as a permitted main or accessory use.

10-20-4: Land Disturbance Permit Process and Data Requirements

A. Residential, Commercial and Industrial Site Construction Plans. An application and applicable application fee for a land disturbance permit for each property, which has been platted, shall be filed with the Building Inspector on an approved form and accompanied documents.

B. Roadway and Utility Installation Construction Plans. An application for a land disturbance permit for property has been platted shall be filed with the City Engineer on an approved form and accompanied documents.

C. Each application shall bear the name(s) and address (es) of the owner or developer of the site, and of any consulting firm retained by the applicant together with the name of the applicant's principal contact at such firm and shall be accompanied by an application fee as set by the Ordinance, Storm Water Pollution Prevention Plan and outlined in section 10-20-5.

D. The City of Sartell's building department will review each residential, commercial and industrial land disturbance permit application for site construction (which shall include a site drawing of all structures and stabilization methods) to determine its conformance with the provisions of this regulation. The City of Sartell's engineering department will review each roadway and utility land disturbance permit application for site construction to determine its conformance with the provisions of this regulation. Most land disturbance permits for building site plans will be issued within the same time period as the building permit. Within 60 days of the receipt of a roadway and utility land disturbance permit application, unless extended to 120 days or waived by the applicant, the City of Sartell shall in writing:

1. Approve the permit applications;
2. Approve the permit application subject to such reasonable conditions as may be necessary to secure substantially the objectives of this regulation, and issue the permit subject to these conditions; or
3. Disapprove the permit applications, indicating the reason(s) and procedure for submitting a revised application and/or submission.

E. Failure of the City of Sartell to act on an original or revised Land Disturbance Permit application within 60 days of receipt shall authorize the applicant to proceed in accordance with the plans as filed unless such time is extended by agreement between the applicant and the City of Sartell. Pending preparation and approval of a revised plan, development activities shall be allowed to proceed in accordance with the conditions established by the City of Sartell.

10-20-5: Storm Water Pollution Prevention Plan

A. The Storm Water Pollution Prevention Plan (Erosion and Sediment Control Plan) shall be consistent with the requirements as established and utilized by the Minnesota Pollution Control Agency and include the following:

1 A sequencing of construction of the development site, including stripping and clearing; rough grading; construction of utilities, infrastructure, and buildings; and final grading and landscaping. Sequencing shall identify the expected date on which clearing will begin, the estimated duration of exposure of cleared areas, areas of clearing, installation of temporary erosion and sediment control measures, and establishment of permanent vegetation.

2. All erosion and sediment control measures necessary to meet the objectives of this local regulation throughout all phases of construction and after completion of development of the site. Grading, erosion control practices, sediment control practices, and waterway crossing shall be designed to adequately prevent the transportation of sediment from the site to the satisfaction of the intent and purpose of this ordinance. Depending upon the complexity of the project, the drafting of intermediate plans may be required at the close of each session. At a minimum, the following shall be automatically implemented:

a. Silt fencing or other sediment control practices shall be installed on all down gradient perimeters prior to the release of a building permit.

b. Rock mixture (as specified by the City Engineer and as recommended by the Minnesota Pollution Control Agency (MPCA) in its publication Protecting Water Quality in Urban Areas) shall be placed at the entrance to prevent sediment tracking.

B. Modifications to the plan shall be processed and approved or disapproved in the same manner as Section 10-20-4 of this regulation, may be authorized by the City of Sartell by written authorization to the permittee, and shall include:

1. Major amendments of the land disturbance permit or storm water pollution prevention plan submitted to the City of Sartell. Major amendments include a change in structure location and drainage patterns.

10-20-7 Stabilization Design

A. Stabilization and use of Best Management Practices shall be in accordance with approved BMP's as recommended by the Minnesota Pollution Control Agency (MPCA) in its publication Protecting Water Quality in Urban Areas, or as amended and approved by the City by policy.

B. Erosion control requirements shall include the following:

1. Soil stabilization shall be completed within 7 days of clearing or inactivity in construction.

2. If seeding or another erosion control measure is used, it shall become established within three weeks or the City of Sartell may require the site to be reseeded or a no vegetative option employed.

3. Soil stockpiles must be stabilized or covered at the frequency as all other stabilization activities.

4. The entire site must be stabilized, using a heavy mulch layer or another method that does not require germination to control erosion.

5. Techniques shall be employed to prevent the blowing of dust or sediment from the site to the maximum extent possible.

6. Technique that diverts upland runoff past disturbed slopes shall be employed to the maximum extent possible.

7. Other best management principals in order to ensure that sediment is not tracked onto public streets by construction vehicles or washed into storm drains such as rock construction entrances.

8. Removal of all debris, dirt and soil from impervious ground surfaces, including abutting public or private roadways and sideways, sediment basins, catch basins and in connection with the subject property,

10-20-8 Inspection:

A. The City Engineer and/or Building Inspector or designated agent shall make inspections as hereinafter required and either shall approve that portion of the work completed or shall notify the permittee wherein the work fails to comply with the Storm Water Pollution Prevention Plan as approved. Plans for grading, stripping, excavating and filling work bearing shall be maintained at the site during the progress of the work.

B. The permittee or his/her agent shall make regular inspections of all control measures once every seven (7) days during active construction and within 24 hours after a rainfall event greater than .5 inches in 24 hours. The purpose of such inspections will be to determine the overall effectiveness of the control plan and the need for additional control measures. All inspections shall be documented in written form and available upon request to the City Engineer and/or Building Inspector.

C. The City Engineer and/or the Building Inspector or designated agent shall enter the property of the applicant as deemed necessary to make regular inspections to ensure the validity and compliance of the permit filed.

10-20-9: Enforcement

A. Compliance required. The applicant shall implement and comply with the land disturbance permit prior to and during any construction of land disturbing activity under the land-disturbing permit. All stabilization measures shall be implemented and maintained until all grading, excavation and construction work has ended.

B. Stop-Work Order: Revocation of Permit. In the event that any person holding a land disturbance permit pursuant to this ordinance violates the terms of the permit and is found non-compliant with the permit or implements site development construction practices in such a manner as to materially adversely affect the health, welfare, or safety of persons residing or working in the neighborhood or development site so as to be materially detrimental to the public welfare or injurious to property or improvements in the neighborhood, the City of Sartell may suspend or revoke the site development permit. The City shall serve upon the property manager, or other responsible persons and by US Mail, notice of the violation of the approved Land Disturbance Permit.

C. Violation and Penalties. No person shall construct, enlarge, alter, repair or maintain any grading, excavation, or fill or cause the same to be done, contrary to or in violation of any terms of this ordinance. Any person violating any of the provisions of this ordinance shall be deemed guilty of a misdemeanor and each day during which any violation of any of the provisions of this ordinance is committed, continued, or permitted, shall constitute a separate offence. Upon conviction of any such violation, a fine to be determined by the City of Sartell for each offense shall punish such person, partnership or corporation. In addition to any other penalty authorized by this section, any person, partnership, or corporation convicted of violating any of the provisions of this ordinance shall be required to bear the expense of such restoration.

CHAPTER 17

SITE DESIGN STANDARDS

SECTION:

10-17-1: Purpose and Intent

10-17-3: Screening Requirements

10-17-4: Site Lighting

10-17-5: Site Signage

10-17-6: Site Drainage, Street and Utility Requirements

10-17-7: Site Parking Requirements

10-17-8: Site Landscaping Requirements

10-17-1: **PURPOSE AND INTENT:** It is the intent of this section to promote consistent and high standards of design and construction for the commercial, public, and industrial uses in the City. These standards are set forth in order to enhance the visual appearance of the commercial, public and industrial areas within the City. This section is to ensure the high quality of development, redevelopment, and compatibility with evolving architectural or planning themes that contribute to a community image of quality. Site plans will be required for any development other than a single family home in any zoning district. Each site plan where land use is business, residential (with the exception of single family units) or industrial in nature must conform to the following standards and demonstrated in each site plan application.

10-17-2: **SCREENING REQUIREMENTS:** The screening requirements contained in this section shall be satisfied in addition to other screening and landscaping requirements of the Sartell Zoning Code.

A. **Rooftop and Perimeter Utilities Screening:** All mechanical equipment located on the roof or around the perimeter of the building shall be screened as to not be seen by view on the property line by the following means and with materials that are comparable and compatible with that of the exterior building materials. If due to factors unique to the property or the project, it is physically impossible or impractical to screen these utilities, the City Council, may approve alternative solutions that render them aesthetically compatible with the principal structure.

1. A raised parapet or other architectural feature that is an integral part of the building as a method of screening for rooftop mechanical equipment or to soften the rooftop view.

2. Screening for rooftop mechanical equipment shall incorporate similar architectural features of the building and/or be constructed of a material and color compatible with other elements of the building.

B. **Loading Dock and Garage Entrance Screening (Residential, Industrial and Commercial):** Loading docks and garage entrances and exits shall be prohibited in the front yard. However, where allowed, they shall be screened to minimize visibility from any public street, from adjacent building structures front or side yard viewing point, and away from any residential uses through the following means.

1. Planting screens shall consist of healthy, hardy plant materials at least 4 to 6 feet in height and an 80% opaqueness at the time of maturity. Berms shall be a minimum of 3 feet in height and shall have a maximum slope ratio of 3:1. See also Section 10, Chapter 12-4.

2. Screen fences that are in disrepair shall be repaired. Planting screens shall be maintained in a neat and healthful condition. Plantings that have died shall be promptly replaced.

Waste Handling Screening: All waste, recycling and related handling equipment shall be stored and kept in a four sided enclosure constructed of a brick, stone, decorative concrete material or a material compatible with the material of the principle structure. Any changes to trash handling once the building is constructed shall comply with City Codes, ordinances, standards and policies. (i.e. new tenants).

D. Outdoor Storage: No storage trailers allowed. All storage shall be screened, except for the following:

1. Merchandise being displayed for sale in accordance with the zoning districts requirements.
2. Materials and equipment currently being used for construction on the premises.

F. Parking Area/Lot Screening: All areas of land other than that occupied by building and improved surfaces (parking areas and driveways) shall be landscaped by a licensed landscape architect and follow the provisions set forth in Section 10, chapter 12 and Section 10, Chapter 10 of the Sartell Zoning Ordinance, in addition to the following requirements:

1. In addition to Section 10, Chapter 12, Subsection 5-6, Parking lots shall be screened from the public right-of-way. Screening shall consist of the berming that is 3 feet in height and shall have a maximum slope ratio of 3:1.
2. Landscape plans and screening plantings shall be completed within one year from the date of the certificate of occupancy. All plantings shall be maintained in a neat and healthful condition. All plantings that have died shall be promptly replaced.

G. Buffer Zone:

1. Abuts R-1, R-2 or R-3, CDZ or PUD residential District or use: Where a business development abuts upon Residential District or use, or is separated from such residential district or use only by an alley, there shall be a protective strip of not less than twenty-five feet (25') in width established as a buffer zone. This buffer zone shall contain no structures, shall not be used for parking, off-street loading or storage and shall be landscaped. The landscape treatment shall contain a compact evergreen hedge or fence, but such hedge or fence shall not extend with fifteen feet (15') of a street right of way. The planting or fence design must be approved by the Zoning Administrator as being in harmony with a residential neighborhood and providing sufficient screening of the commercial area. The hedge or fence shall not be less than four feet (4') and not more than six feet (6') in height.

2. Abuts R-4 District: Where a business development (B-1 or B-2) abuts an R-4 District, there shall be a buffer strip at least fifteen feet (15') wide screened in accordance with subsection G1 of this Section.

10-17-4: SITE LIGHTING:

A. In All Districts: Any lighting used to illuminate an off-street parking area, sign, structure, or other area shall be arranged so as to deflect light away from any adjoining property or from the public streets. Direct or sky-reflected glare, from high temperature processes such as combustion, shall not be directed into any adjoining property. All luminaries shall be full cut off style lens and shall be parallel with the pavement and ground, except for decorative fixtures and ground mounted lighting, which shall be permitted. Any light or combination of light shall not exceed 0.5 foot candles (meter reading) as measured at any property line.

B. Exemptions: The provisions of this section shall not apply to the following:

1. Temporary outdoor lighting used during customary holiday seasons.
2. Temporary outdoor lighting used for civic celebrations and promotions.
3. Emergency lighting by police, fire, and rescue authorities.
4. Outdoor recreational uses, such as, but not limited to, baseball fields, football fields, hockey rinks, and tennis courts. No outdoor recreation facility shall be illuminated from 11 PM to 7AM, unless it meets 10-17-4:A.

C. Lighting Plan: Except for single family dwellings, plans for required parking lot and security lighting shall be approved by Zoning Administrator prior to approvals for or the issuance of permits for the activities requiring compliance under subdivision of this section. The plans, at appropriate scale, shall be based on accurate, approved final site plans and shall include the following information:

1. Layout of proposed luminaries locations.
2. Photometric Plan.
3. Location and uses of adjacent properties.
4. Cut sheets that provide a description of the luminaries, including glare reduction/control devices, lamps, on-off cycle control devices and mounting devices.
5. Statement of proposed hours.

D. Inspection of Lighting: As part of the subdivision process, the City will conduct a post-installation inspection of lighting installations to ensure compliance with the ordinance requirements, and may require, at the City's discretion, any corrective action for any lighting installation that fails to meet ordinance –cited safety, and or security luminance criteria, or that produces unacceptable levels of light trespass, light pollution and/or glare.

10-17-5: SITE SIGNAGE: A signage plan must be submitted as part of the site plan review process, which provides diagrams, and proposed materials of the signage to be installed within the site. The Sign must conform to the requirements set forth in Section 10. Chapter 11 of the Sartell Zoning Ordinance.

10-17-6: SITE DRAINAGE, STREET AND UTILITY REQUIREMENTS: At the time of a site plan application, the applicant must provide a detailed drainage and utility plan for the site. At a minimum the plan must identify the existing and proposed two foot topographic contours, streets and street rights of ways, easements, storm water management ponds, drainage ditches and drainage patterns. The application must also provide a detailed drainage analysis including a storm water run-off model and a grading plan showing the finished grade elevations for the site. A copy of the MPCA Stormwater Pollution Prevention Plan shall be submitted to the City at the time of a site plan application. A land disturbance permit shall be submitted at the time of a building permit.

10-17-7: ADDITIONS AND ALTERATIONS: All subsequent additions and exterior alterations constructed after the erection of an original building or buildings shall be of the same materials as those used in the original building and shall be designed in a manner conforming to the original architectural concept and general appearance.

10-17-8: SITE PARKING REQUIREMENTS: The parking requirements contained in Section 10, Chapter 10 of the Sartell Zoning Ordinance shall be satisfied in each site plan.

10-17-9: LANDSCAPING REQUIREMENTS: The landscaping Requirements contained in Section 10, Chapter 12, of the Sartell Zoning Ordinance shall be satisfied in each site.